



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

IN REPLY REFER TO

SECNAVINST 7220.84
N131
14 January 2000

SECNAV INSTRUCTION 7220.84

From: Secretary of the Navy

To: All Ships and Stations (less Marine Corps addressees not
having Navy personnel attached)

Subj: SURFACE WARFARE OFFICER CONTINUATION PAY (SWOCP)

Ref: (a) 37 USC 319

(b) DJMS Pay Procedures Training Guide, Part One,
Chapter 12

Encl: (1) Sample Application Format for SWOCP

1. Purpose. To establish policies, procedures, and guidance for the administration of continuation pay as authorized by reference (a).
2. Background. Reference (a) authorizes SWOCP for eligible officers who obligate themselves to remain on active duty to complete one or more tours of duty to which officers may be ordered as afloat department heads.
3. Policy. The Department of the Navy authorizes SWOCP to meet specific afloat billet requirements. The qualification, payment and recoupment policies set forth below are designed to improve officer continuation rates, and fully support the current and projected afloat department head manning requirements. Any modifications to this instruction will be supported by a governing message to notify the Fleet of the change.
4. Authority. The Director, Surface Officer Distribution Division (PERS-41) is delegated authority to:
 - a. Evaluate eligibility of candidates for SWOCP.
 - b. Accept written agreements by Surface Warfare Officers to remain on active duty for the specified period to meet requirements in return for SWOCP.
 - c. Administer the SWOCP program under this instruction.

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5. General

a. Surface Warfare Officers become eligible to receive SWOCP starting 1 October 1999.

b. SWOCP is designed to be an incentive, paying a Surface Warfare Officer up to a total of \$50,000, to stay in the community to complete the full afloat department head requirement. See paragraphs 9 and 10 for payment details.

c. SWOCP agreements will be made available each year in numbers sufficient to meet the need for Surface department heads. These agreements will be distributed among officers selected for Surface Warfare Officer Department Head School. Officers who commit early have the best chance of obtaining a seat at the school and qualifying for an agreement. Officers who delay in applying place themselves at some risk of all seats being filled.

d. The effective date of a SWOCP agreement will be the date of acceptance of the officer's application by PERS-41. All contracts terminate upon completion of the second department head tour or the single longer tour identified as a two-tour equivalent by PERS-41.

e. The obligation incurred by a SWOCP agreement will run concurrent with any other obligated service applicable to that officer (with the exception that, as provided in paragraph 6c, no officer is eligible for the SWOCP until they have completed any service obligation incurred through the officer's original commissioning program).

6. Eligibility. To apply, an officer must be an officer of the Regular Navy or Naval Reserve on active duty who:

a. Is qualified and serving as a Surface Warfare Officer (designation 111X).

b. Has been selected for assignment as a department head on a surface vessel and offered a contract by PERS-41, in conjunction with a department head or special screening board.

c. Has completed any service commitment incurred through the officer's original commissioning program.

d. Is able to complete the afloat department head tours or a single longer tour as assigned by PERS-41.

e. Is designated to fill department head sequencing plan billets. This does not apply to officers in follow-on (third tour) billets.

f. Applies prior to graduation from Department Head School. Officers will be ineligible for SWOCP if they do not apply prior to graduation. This does not apply to officers still within

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Minimum Service Requirement (MSR) at graduation from Department Head School, or who on 1 October 1999 are serving as department heads.

7. Applications. Using the format of enclosure (1) and once notified of screening by PERS-41, an eligible officer may apply for SWOCP via their commanding officer. This will normally occur in the fourth year of commissioned service, once the officer has successfully screened to be a department head.

a. An eligible Reserve officer not presently on active duty may apply for SWOCP upon reporting for active duty. The officer must meet the requirements discussed above.

b. An officer who has a request for resignation pending, or has a resignation already approved by the Secretary of the Navy, must first submit a resignation withdrawal request. An application for SWOCP will not be processed until the request for withdrawal of resignation has been approved.

c. Submission and acceptance of a SWOCP agreement by a Reserve officer extends the period of required active service which the officer agrees to serve to cover the required department head tour or tours.

8. Approval Process. All applications for SWOCP will be administratively reviewed and approved by PERS-41.

9. Payment (Standard Execution)

a. Eligible officers may apply for SWOCP using Enclosure (1). Those officers are eligible to receive \$10,000 upon acceptance of the written agreement. Then at the start of Department Head School, or the start of the department head tour (whichever is earlier), those officers will receive the first of four \$10,000 annual installments. The remaining three annual payments will be made on the anniversary date of their Department Head School or department head tour report date (date diaried on board ultimate duty station).

b. Officers may not apply for SWOCP until completing their MSR. For officers who start the department head tour still within their MSR and then apply once it is completed, payments will begin upon application approval. Payment amounts will be dependent on the number of years the officer has remaining in the tours and will total the allotted \$50,000.

10. Payment (Start Up/Prorated Payments for Department Heads in the Tour or Pipeline)

a. Upon program start, prorated payments will be available for officers serving in approved department head sequencing plan

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billets or in the department head tour training pipeline. These officers must commit to complete the entire tour requirement.

b. The below payment schemes apply to officers who have completed their MSR.

(1) DHS Class 147 and earlier will be eligible to receive a total of \$10,000 in a single payment.

(2) DHS Classes 148-149 will be eligible to receive a total of \$20,000 in a single payment.

(3) DHS Classes 150-153 will be eligible to receive a total of \$30,000 in two annual installments of \$15,000.

(4) DHS Classes 154-155 will be eligible to receive a total of \$40,000 in three annual installments of \$13,333.33.

(5) DHS Class 156 (graduates October 1999) and later will be eligible to receive a total of \$50,000. The payment scheme for classes 156-159 will be through four annual installments of \$12,500.

c. Officers in the department head tour, but not yet at MSR at program start, will be paid the full amount (\$50,000). Those officers will receive identical amounts but on a timeline which does not begin until they have reached their MSR.

11. Recoupment

a. In the event an officer receiving SWOCP fails to maintain eligibility for this special pay or fails to complete the full period of additional obligated service, no further payments shall be made. A pro rata recoupment of the bonus shall be required under the procedures established in reference (b). Situations requiring recoupment include but are not limited to:

(1) Approved request for voluntary release from the written agreement if, due to unusual circumstances, it is determined by the Commander, Navy Personnel Command that such release would be clearly in the best interests of both the Navy and the officer concerned.

(2) Approved voluntary request for relief.

(3) Refusal to accept orders to a department head billet.

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(4) Disability resulting from misconduct, willful neglect, or incurred during a period of unauthorized absence.

(5) Misconduct.

(6) Approved detachment for cause.

(7) Failure to complete Department Head School.

(8) Separation by reason of weight control or physical readiness test failures.

b. If, for any of the following reasons, the officer fails to maintain eligibility for SWOCP, no further payments will be made, but recoupment of payments already made will not be required:

(1) Disability not the result of misconduct or willful neglect, or not incurred during a period of unauthorized absence.

(2) Separation from the Naval Service by operation of laws independent of misconduct.

(3) Where the Commander, Navy Personnel Command determines that waiving the requirement to recoup payments is clearly in the best interests of the United States.

c. When an officer serving under a SWOCP service agreement dies before receiving the full amount of the bonus due, the remaining unpaid balance is payable as a lump sum for inclusion in the settlement of the deceased officer's final military pay account.

12. Lateral Transfer from Surface Warfare. Officers receiving SWOCP may not transfer from the Surface community until completing the entire department head requirement; however, an officer may apply and be accepted for lateral transfer without penalty.

Jerry MacArthur Hultin
Acting

Distribution:
SNDL Parts 1 and 2

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SAMPLE APPLICATION FORMAT FOR SWOCP

DATE

From: (Eligible Officer) (Name, SSN, designator)
To: Commander, Navy Personnel Command (PERS-41)
Via: Commanding Officer, USS UNDERWAY (DD XXX)

Subj: REQUEST FOR SURFACE WARFARE OFFICER CONTINUATION PAY

Ref: (a) SECNAVINST 7220
(b) 37 USC 319

1. I have read and understand the provisions of reference (a) including all provisions relating to termination of payments to be made under this agreement and the circumstances under which recoupment by the government of sums paid may be required, to which I agree. I hereby apply for the special pay authorized by reference (b).

2. (Regular Officer) Contingent upon acceptance of my application for this special pay, I agree not to tender a resignation which will be effective prior to the completion of two department head tours or one tour equivalent as determined by PERS-41. I understand that, upon acceptance, this application is binding; and thereupon I shall be eligible to receive the special pay discussed in reference (a).

3. (Reserve Officer) Contingent upon acceptance of my application for this special pay, I consent to serve on active duty through the completion of two department head tours or one tour equivalent as determined by PERS-41. I further agree to accept Indefinite Release from Active Duty (IRAD) status, under which I must notify the Commander, Navy Personnel Command not less than six months prior to expiration of active duty. I understand that, upon acceptance, this application is binding, and that thereupon I shall be eligible to receive payments discussed in reference (a).

(Currently serving department heads) I am in a department head billet as ____ in USS _____. I graduated from Department Head School in ____ (MY) in class number ____ (if known). I agree not to tender a resignation which will be effective prior to the completion of two department head tours or one tour equivalent as determined by PERS-41. I understand that, upon acceptance, this application is binding; and thereupon I shall be eligible to receive the prorated portion of special pay discussed in reference (a).

(Signature)

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Enclosure (1)